

## CHIEF PSYCHIATRIST

### FUNCTION OF THE JOB

Under direction, to be responsible for the treatment programs of the Mental Health Center inpatient adult psychiatric hospital; to provide clinical consultation and direction to professional staff; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides clinical and administrative direction to psychiatrists and physicians.
2. Provides clinical direction to mental health professionals in the inpatient program.
3. Directs the systematic review, evaluation, and planning of all inpatient psychiatric therapy programs within the Mental Health Center.
4. Participates in the implementation of quality assurance reviews of inpatient treatment programs including medical and psychiatric peer review in order to maintain compliance with Federal and State regulations and maintain program excellence.
5. Participates in the utilization review of the inpatient program.
6. Works cooperatively with the Mental Health Center Administrator and other hospital supervisory staff.
7. Examines, diagnoses, treats and evaluates patients of mental health and AODA treatment programs.
8. Provides continuing psychiatric care of patients and makes appropriate dispositional recommendations.
9. Monitors the medical condition of patients by providing treatment and/or referrals as appropriate.
10. Participates in and may coordinate a multidisciplinary team of mental health and AODA professionals to develop treatment regimes that meet patient care needs.
11. Conducts diagnostic and dispositional staff meetings with other professional staff and representatives from other agencies regarding individual patients or programs.
12. Supervises, approves, and provides on-going psychiatric consultation to clinical staff members regarding their treatment of individual patients.
13. Establishes and maintains effective working relationships with patients, their families, and the staff.
14. Provides court-related clinical duties such as: assessments, testimony, reports, and recommendations.
15. Participates in the development and review of policies and procedures for the Mental Health Center.
16. Prepares and maintains psychiatric records and reports and completes all required clinical and billing documentation.
17. Performs emergency government duties as assigned in event of Waukesha County Emergency Government declaration.
18. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Thorough knowledge of the principles, practices, methods, techniques, literature, and new developments in the field of psychiatry.
2. Thorough knowledge of the standards of care and service in the field of mental health and addictions.

## QUALIFICATIONS

### Essential Knowledge and Abilities (cont.)

3. Thorough knowledge of the local, state, and federal laws and regulations which govern inpatient clinical treatment programs such as Wisconsin State Statutes 51 and 55.
4. Comprehensive knowledge of the medical and psychiatric staff bylaws, rules and regulations of the department.
5. Considerable knowledge of the effective application of nursing services, occupational therapy, social work services, and psychological services in a total mental health treatment program.
6. Considerable knowledge of administration, managerial and supervisory principles and practices.
7. Working knowledge of computerized department program software, internet access, and database, spreadsheet, word processing programs, and electronic health record systems.
8. Working knowledge of confidentiality status and requirements, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
9. Ability to utilize word processing, database, and spreadsheet programs, and electronic health record systems.
10. Ability to plan and implement new techniques and to evaluate the effectiveness of existing programs.
11. Ability to examine, diagnose, and treat psychiatric patients.
12. Ability to evaluate patient progress and reaction to psychiatric treatment.
13. Ability to establish and maintain effective working relationships with patients, their families, and the staff.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
15. Ability to prepare and maintain psychiatric records and reports.

### Training and Experience

1. Graduation from a recognized medical school, and completion of an approved four-year residency in psychiatry.
2. Possession of a license or eligibility to receive a license to practice medicine in the State of Wisconsin.
3. Possession of or eligibility to receive a Drug Enforcement Agency license.